

**SECURITY INFORMATION**

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PSYCHOLOGICAL STRATEGY BOARD  
708 Jackson Place, N.W.  
Washington 25, D.C.

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9/19/07

MEMORANDUM FOR: David K. Bruce  
Under Secretary of State

Charles A. Coolidge  
Assistant Secretary of Defense

Subject: Minor Decisions of PSB Midday Meeting,  
October 30, 1952.

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To refresh your memory, the following minor decisions taken at the midday meeting yesterday are mentioned below:

Quarterly Report to NSC

The Board was informed that the NSC Staff was favorable to the idea of a semi-annual rather than a quarterly report to NSC. It was recommended that the Board go along with this suggestion, which was agreed to. It was further indicated that the PSB Staff should prepare a form and method of procedure in drawing up the periodic reports to the NSC. Admiral Kirk undertook to do this.

Comment by AGK: Since reporting appears to be on a fiscal year basis, and the PSB Annual Report to NSC covered the period through June 30, 1952, the question of how we are going to get around making a second quarterly--semi-annual report in January is raised. I am looking into this to see what steps we can take to avoid the drudgery of a report two months from now. Any ideas will be welcomed.

Furthermore, as was pointed out by Mr. Bruce at the end of the formal PSB meeting yesterday, PSB Staff should develop a format for reporting to NSC and a procedure for setting it all in motion. I do not think this will be difficult.

Format for Plans

It was indicated by Admiral Kirk that the PSB Staff was having a little difficulty in certain areas with respect to the proposed plan or format for making plans. It was reported to the Board that since

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**CONFIDENTIAL** -

- 2 -

there was no standard form for drawing up plans, it seemed entirely within the province of the PSB Staff to prescribe a format under which the plans of PSB should be submitted. This will be done.

Comment by AGK: It is not my thought at this time to write a brochure on "How to Make a Plan". Rather, if a simple form for preparing plans can be distributed and used by the various panels or agencies drafting plans for PSB approval, I think this fills the need. For the sake of uniformity and standardization, it would probably be expected that a few simple rules would be attached to the form when issued. My principal talking point is that we tried out the "German Plan" on the new form with a reduction in size from 31 to 7 pages -- without, I think, destroying any essential feature of the earlier production.

This memorandum is being furnished in duplicate as you may wish to send a copy to your Alternate.

Alan G. Kirk,  
Director.

cc: General W. Bedell Smith ✓

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PSB:D/D:AGKirk:ns  
October 31, 1952

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